

INVOICE FORM

Westchester BID/Westchester Town Center BID 2012-2013

INDIVIDUAL/ORGANIZATION NAME		FISCAL YEAR	AFE OR CONTRACT NUMBER
8929 S. Sepulveda Blvd., #130		Westchester	CA 90045
ADDRESS	CITY	STATE	ZIP CODE
Don Duckworth	310-417-9030	310-417-9031	duckworth.donald@gmail.com
CONTACT	TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
26-0569506		0002266685-0001-1	
SOCIAL SECURITY NUMBER/FEDERAL I.D. NUMBER		BUSINESS TAX REGISTRATION NO.	

Department of Cultural Affairs
201 North Figueroa Street, Suite 1400
Los Angeles CA 90012

☐ AFE
☐ Personal Svcs. Contract
☐ Sub P.O./Purchase Order

Please describe below, the service provided for which payment is being requested; include the date, time and place of the event:

Design and production of window painting art by local school students coordinated by Otis College of Art & Design students/class

PLEASE PAY THE AMOUNT OF: \$ 1,000.00

I certify under penalty of perjury that the service(s) for which payment is hereby requested has/have been performed by me, or the above organization that I represent, in full compliance with the requirements and/or provisions of the contract/AFE.

DATE	SIGNATURE	TITLE
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FOR DCA USE ONLY:

This section is to be completed by an authorized employee of the Center/Facility/Division overseeing the Contract/AFE.

SERVICES & DOCUMENTS REQUIRED BY CONTRACT OR AFE # _____ WERE RECEIVED BY
ME ON ____ - ____ - ____ AND I HEREBY APPROVE THIS INVOICE FOR PAYMENT

AUTHORIZED SIGNATURE

DATE

FOR DCA ACCOUNTING USE ONLY:

☐ Receipt Verification

I certify that the materials, supplies, or services covered by this bill were received and/or verified by me on _____ and compliance with the contract terms.

☐ Living Wage Ordinance on file, if applicable

☐ Insurance Verification

I certify that evidence of approved insurance is on file in the City Attorney's Office, if applicable

☐ Declaration of Compliance of the Equal Benefits Ordinance is on file

SIGNATURE

DATE